

SECRET

MEMORANDUM FOR: Deputy Director for Science and Technology

SUBJECT: Designation of Critical Key Employees for Official Home-to-Work Transportation During Snow Emergencies

1. As a result of experience gained during the "Blizzard of 1966," it is suggested that you designate, by name and home address, the critical key officials and employees in your Directorate who should be furnished official home-to-work transportation during snow emergencies. This list should be highly restrictive and contain only the names of officials and employees whose absence would have a critical effect on emergency Agency work. Also, the name of one official in your Directorate to act as a single point of contact on problems concerning implementation of this plan would be appreciated.

2. I have forwarded similar requests to the other Deputy Directors. When all replies are received, we will develop times, routes and pickup points, as required, and you will be advised accordingly. Within the limitations of available equipment and personnel, official transportation will be provided utilizing four-wheel-drive vehicles for the few designated officials and employees who cannot get to work by public transportation or their own vehicles.

3. Your early reply will be appreciated.

SIGNED R. L. BANNERMAN

R. L. Bannerman
Deputy Director
for Support

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